



Service Committee of the Legislative Council

MEMBERS PRESENT:

Senator Mary Kramer, Chairperson

Representative Christopher Rants, Vice Chairperson

Senator Jeff Angelo

Representative Danny Carroll

Senator Michael Gronstal

Representative John Connors

MEETING IN BRIEF

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- I. Procedural Business.
- II. Legislative Services Agency Director.
- III. Legislative Services Agency Director and Citizens' Aide/Ombudsman Salaries.
- IV. Personnel Reports.
- V. Central Staff Agency Budgets.
- VI. Legislative Services Agency Division Directors.
- VII. Legislative Pay Matrix.



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Procedural Business.

Call to Order. Temporary Chairperson Senator Kramer called the Service Committee of the Legislative Council to order at 9:14 a.m., on Monday, June 30, in Room 22, State Capitol, Des Moines, Iowa.

Election of Chairpersons. Representative Connors moved that the Service Committee elect Senator Kramer as Chairperson and Representative Rants as Vice Chairperson of the Committee. The motion was seconded and adopted by voice vote.

Minutes of June 18, 2002. Senator Gronstal moved that the minutes of the June 18, 2002, meeting of the Service Committee be approved. There being no additions or corrections, the motion was seconded and adopted by voice vote.

Adjournment. Senator Gronstal moved that the meeting adjourn at 10:08 a.m. The motion was seconded and adopted by voice vote.

I. Legislative Services Agency Director.

Senator Gronstal moved that the Service Committee recommend that, pursuant to the requirements of Iowa Code section 2.42 (House File 636, section 10), the Legislative Council appoint Mr. Dennis Prouty as Director of the Legislative Services Agency. The motion was seconded and adopted by voice vote.

II. Legislative Services Agency Director and Citizens' Aide/Ombudsman Salaries.

Senator Gronstal moved that the Service Committee recommend that, pursuant to Iowa Code chapters 2A and 2C, the annual salary of the Director of the Legislative Services Agency be set at \$110,000, effective January 2003, and the annual salary of the Citizens' Aide/Ombudsman be set at \$90,000, effective July 2003. The motion was seconded and adopted by voice vote.

III. Personnel Reports.

The Service Committee received and filed the annual personnel reports from the central staff agencies and considered the June 2003 personnel reports recommending that the following employees be promoted, with proposed promotions subject to performance review and approval of and effective date set by the director for the applicable agency. Additional promotions will be considered at the December 2003 Service Committee meeting.

A. For the Legislative Services Agency:

Ms. Valerie Van Vlair Hansen, from Computer Systems Analyst II, grade 29, step 4, to Computer Systems Analyst III, grade 32, step 2.



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Mr. Roger Karns, from Assistant Editor 1, grade 24, step 3, to Assistant Editor 2, grade 27, step 1.

Ms. Jan Johnson, from Legal Counsel 2, grade 35, step 4, to Senior Legal Counsel, grade 38, step 2.

Ms. Rachele Hjelmaas, from Legal Counsel, grade 30, step 4, to Legal Counsel 1, grade 32, step 2.

Mr. Joe McEniry, from Legal Counsel 1, grade 32, step 5, to Legal Counsel 2, grade 35, step 2.

Mr. Steve Hallam, from Legislative Document Technician 1, grade 19, step 4, to Legislative Document Technician 2, grade 22, step 1.

Ms. Sue Fetters, from Supervising Legislative Document Technician, grade 25, step 6, to Legislative Document Technician Supervisor, grade 28, step 3.

Ms. Patricia Johnson, from Legislative Document Technician 1, grade 19, step 4, to Legislative Document Technician 2, grade 22, step 1.

Ms. Lisa Burk, from Legislative Analyst, grade 27, step 4, to Legislative Analyst 1, grade 29, step 2.

B. For the Office of Citizens' Aide/Ombudsman:

Ms. Kristie Hirschman, from Assistant 3, grade 35, step 6, to Senior Assistant, grade 38, step 4.

C. Committee Discussion.

Committee discussion centered on the recommendation that, due to fiscal constraints for fiscal year 2004, the employees promoted will be limited to a one-step increase in pay for that fiscal year. Mr. Prouty stated that this is a continuation of the policy from last fiscal year, substituting the policy, as defined in the Personnel Guidelines for the Central Legislative Staff Agencies and in Senate Concurrent Resolution 2, as passed by the General Assembly in 2003, providing for the customary two-step, combined merit and promotional increase. Representative Connors expressed his concern about this practice which he characterized as no longer recognizing increased responsibility and value but only longevity. Senator Gronstal remarked that the limitation acts as a disincentive for employees to assume more responsibility through a promotion.

Representative Rants recalled the Service Committee proposal adopted in June 2001 allowing the Legislative Fiscal Bureau to adopt a flexible pay plan for its employees, which in effect provided for discretionary salary increases that would not, in the aggregate, exceed the cost of the average merit and promotional increases for all eligible employees. Committee members agreed that the option of a certain amount of flexibility in regard to the award of pay increases for legislative branch employees is desirable, and that the legislative branch should move in this direction in the future. Senator Gronstal stated that



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he would like more information pertaining to how the executive branch operates in regard to this flexibility and the amounts or percentage of pay increases awarded.

D. Committee Action.

The Service Committee approved, on a vote of 5-1 (with Representative Connors voting no), the June 2003 personnel reports from the central staff agencies.

IV. Central Staff Agency Budgets.

Mr. Prouty noted that the outside services line item in the Legislative Services Agency's FY 2004 budget includes an amount of \$200,000 relating to memberships in the Council of State Governments and the National Conference of State Legislatures, two national professional organizations serving legislators and legislative staff, and an amount of \$175,000 related to computer room costs associated with the Legislative Services Agency's move to the Ola Babcock Miller Building (Old Historical Building) this summer and early fall. Responding to a question concerning membership in the American Legislative Exchange Commission, Mr. Prouty agreed that if dues for that commission are now payable for the next biennium, at approximately \$7,500, he would pay the dues out of this budget item.

Regarding a question from Representative Carroll, Mr. Prouty noted that the travel line item includes both travel and computer training. Senator Kramer commented that some travel is needed for employees to maintain and improve their skills in order to perform their job functions.

Mr. Bill Angrick, Citizens' Aide, noted that it may be necessary to request additional funding for any major investigations undertaken by his office and that there is a need for some out-of-state travel by employees.

Representative Carroll moved that the Service Committee recommend that the Legislative Council approve the proposed budget and budget allocations for the fiscal years beginning July 1, 2002, and July 1, 2003, pursuant to section 2.12 of the Code, as submitted by the Legislative Services Agency and the Office of Citizens' Aide/Ombudsman. The motion was seconded and adopted by voice vote.

V. Legislative Services Agency Division Directors.

Mr. Prouty discussed a proposal to create and fill through promotion four Division Director positions within the Legislative Services Agency. Mr. Prouty explained that with the creation of the Legislative Services Agency and the elimination of two central staff agency director positions, the current top-level managers assumed additional responsibilities that have required additional time and effort. Mr. Prouty explained that the Division Directors would supervise several existing Division Administrator 1 and 2 positions and would work closely with the Legislative Services Agency Director to establish overall departmental policy, goals, and priorities. Mr. Prouty further noted that



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the Deputy Director position would be eliminated with the creation of this new position, and that the new position would be created at pay grade 43.

Senator Gronstal moved that the Committee recommend that the Legislative Council approve the creation and filling of four Division Director positions at pay grade 43 for the four ranking supervisors within the new Legislative Services Agency. The motion was seconded and adopted by voice vote.

VI. Legislative Pay Matrix.

Mr. Prouty discussed a proposal to merge the legislative branch pay matrix with the executive branch pay matrix. Mr. Prouty emphasized that this is not a major change to either pay system, but a proposal related to administrative efficiency. Representative Connors moved that the Committee recommend that the Legislative Council approve continued discussions with legislative leaders and staff directors concerning this issue. The motion was seconded and adopted by voice vote.

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